

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE CONTRACT EXTENSION**

CONTRACT NO: CW28642
CAPTION: Loan Services
PROPOSED CONTRACTOR: AmeriNational Community Services dba/ AmeriNat
PROGRAM AGENCY: Department of Housing and Community Development

FINDINGS

1. AUTHORIZATION:

DC Official Code §2-354.04, 27 DCMR §§1304, 1700, 1701, and 2005.2 (b)

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement, on behalf of Department of Housing and Community Development (the “District”) has an immediate need to extend the period of performance for the current loan services contract CW28642. The District needs the current contractor to provide loan services, loan collection, lease services, lease collection and foreclosure services during the transitioning of all records and closeout phase of the contract.

The period of performance shall be January 1, 2020 through April 15, 2020.

3. ESTIMATED REASONABLE PRICE:

The estimated fair reasonable not-to-exceed total price: \$880,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- A. The current contract CW28642 for loan services expires on December 31, 2019.
- B. The District of Columbia Office of Contracting and Procurement, on behalf of Department of Housing and Community Development issued a new Request for Proposal solicitation Doc400175 for loan services and collections management for DHCD housing assistance programs on November 8, 2018.
- C. A new contract was awarded to Tax Credit Asset Management (TCAM) on October 1, 2019 for one-base year period and four one-year options after receiving DC Council approval.

- D. On October 22, 2019, AmeriNational Community Services LLC dba/ AmeriNat filed a protest CAP No. P-111 against the contract awarded to TCAM through the DC Contract Appeals Board. The contractor request to continue the work performance until the protest is resolved. The Board approved the request. On October 23, 2019, the Contracting Officer ceased performance under the new loan services contract and suspended any related activities with TCAM. In addition, notice of the protest was issued to the other offerors as interested parties.
- E. A market research survey was conducted due the protest filing and direction of the DC Contract Appeals Board. Until the resolution of the protest, AmeriNational Community Services dba/ AmeriNat is the only loan service provider that has the adequate resources already established at the Department of Housing and Community Development to provide the current services during the extension period of performance.
- F. Until the protest is resolved and the activities outline in the work requirements of the transitional/closed out period of the existing contract is completed, a sole source extension of the current services is the only way to ensure that the District does not experience an interruption of loan services. A break in service would jeopardize the District's effort to provide the current loan services for its current and future amortized and deferred loans for eleven housing assistance and rehabilitation programs in the District of Columbia.
- G. Amerinational Community Services dba/ AmeriNat has performed satisfactory loan services at the Department of Housing and Community Development since 2014. By being only bidder responding to prior loan service solicitation and received annual waivers of CBE subcontracting plan requirements, the contractor is well-adjusted and has conformed to the District Government's process in loan servicing.
- H. Public Notice of OCP's intent to award a sole source contract extension was posted to our website for ten (10) calendar days pursuant to the requirements of Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010. The public notice was posted to OCP's website on November 27, 2019.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

Date

Mary R. (Polly) Donaldson
Director,
Department of Housing and Community Development

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source contract method under the cited authority. I certify that the notice of intent to award a sole source contract extension was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04). No responses were received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract action.

Date

Heather Reynolds
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process and that the proposed extension of Contract CW28642 with AmeriNational Community Services dba/ AmeriNat is justified. Accordingly, it is further determined that the District is justified in using the sole source method of procurement for this proposed sole source contract extension is in the best interest of the District of Columbia.

Date

George A. Schutter
Chief Procurement Officer
Office of Contracting and Procurement